

GUIDEBOOK QUICK GUIDE



Exhibitors



Speakers



Schedule



Maps



To Do List



Sponsors



Inbox

Inbox

Using the Guidebook App on your tablet or smart phone is easy! No more hauling around reams of paper with maps, schedules, session descriptions, and speaker notes. It's all here at your fingertips, and it's FREE!

Use this guide to help you download the Guidebook App and learn how to use it.



Contents

- Install Guidebook on your Mobile Device.....1
 - On an Apple device:1
 - On an Android device:1
- Download the ASTD Cascadia Conference 2015 Guide in Guidebook.....2
 - On an Apple device:2
 - On an Android device:2
- Use the ASTD Cascadia Conference Guide.....2
 - Main Menu.....3
 - Tips:3
 - Updates4
 - Schedule.....5
 - Learning Track Details.....6
 - Session Details7
 - My Schedule.....8
 - Speakers.....8
 - Speaker List8
 - Speaker Bio pages9
 - Sponsors & Exhibitors 10
 - Sponsors and Exhibitors List 10
 - Sponsors and Exhibitors Detail pages 10
 - To-do List..... 11
 - Maps 12
 - Twitter..... 13
 - Set up Access..... 13
 - Use Twitter in the Guidebook..... 14
 - Inbox 15

Install Guidebook on your Mobile Device

Follow these steps to **Install Guidebook**.

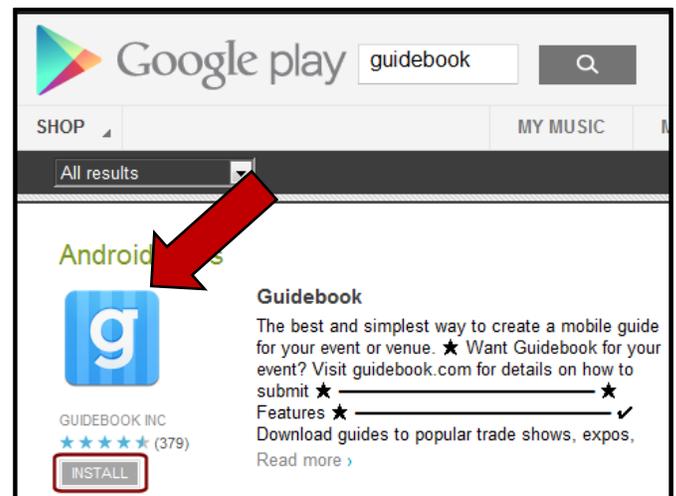
On an Apple device:

1. Open your device and go to the Apple store: 
2. Type guidebook in the search line and search.
3. Locate the Guidebook App and tap **Free**.
The button changes to **Install App**.
Tap the Install App button.



On an Android device:

1. Open your device and go to the Play Store: 
2. Type guidebook in the search line and search.
3. Locate the Guidebook App and tap Install.



Download the ASTD Cascadia Conference 2015 Guide in Guidebook

Now that you have the Guidebook App installed on your mobile device, you can load the ATD Conference Guide. Follow these steps to download the ATD Conference Guide.

On an Apple device:

1. Open the Guidebook App on your device.
2. Tap **Download Guides** at the bottom of the screen.
3. A new window opens. Tap **Redeem Code** at the bottom of the screen.
4. Enter **ATDCascadia15** (all one word, case sensitive) in the Redemption Code box and tap **Go** on the keypad.

On an Android device:

1. Open the Guidebook App on your device.
2. Tap **Download Guides**.
3. Tap the vertical dots in the top right corner to reveal the Redeem Code option. Tap Redeem Code.
4. Enter **ATDCascadia15** (all one word, case sensitive) in the Enter Code box and tap Redeem.

When finished, the **ATD Cascadia Conference 2015** icon appears under My Guides in Guidebook.

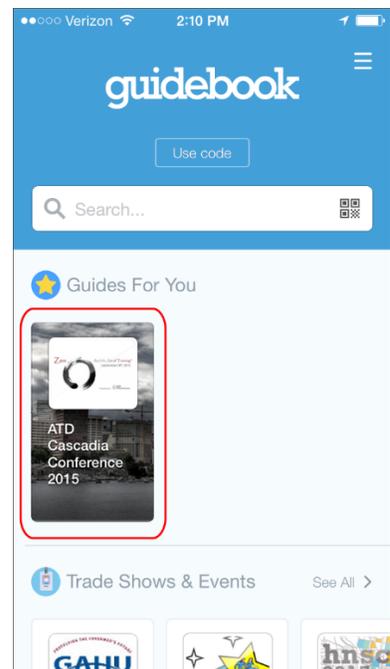
Use the ASTD Cascadia Conference Guide

Screen layout is slightly different when viewing Guidebook on a smart phone versus a tablet, or an Apple device versus an Android device, however these differences are minimal. Instructions and graphics here are based on an Apple iPad.

1. Install the Guidebook App on your mobile device as described above.
2. Download the ATD Cascadia Conference Guide into the Guidebook App as described above.
3. Tap on the conference icon to open the ATD Conference Guide.



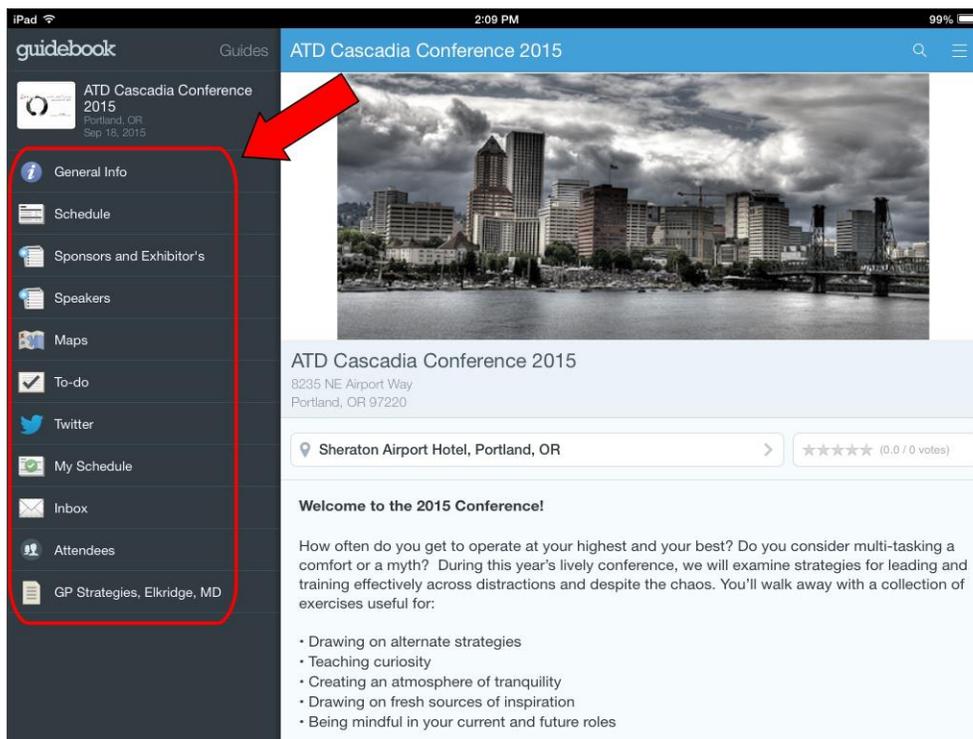
iPad



iPhone

Main Menu

The Guidebook opens on the General info page with the Menu icons to the left. Swipe down on the General info screen to read all about the amazing things in store for you at the conference.



If you are using a smart phone, only the menu icons are seen.

Tap the General Info icon to open the Conference Description page.

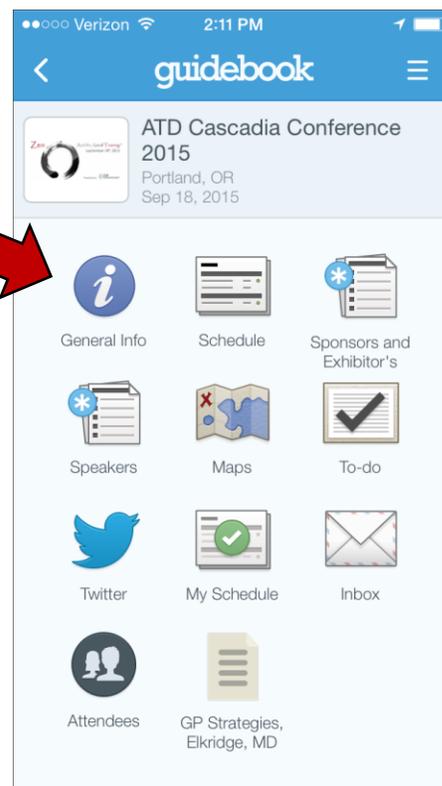
Tips:

Moving around in the Guidebook is easy. Just tap a menu icon to open that section of the guide.

Section Pages are the same on smart phones and tablets.

You can rotate your view on a **tablet** to look at the screens in portrait or landscape.

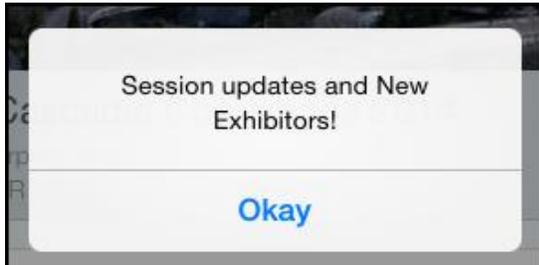
Each section is packed full of useful information, so don't forget to **swipe down** to the bottom of each page for additional options and links!



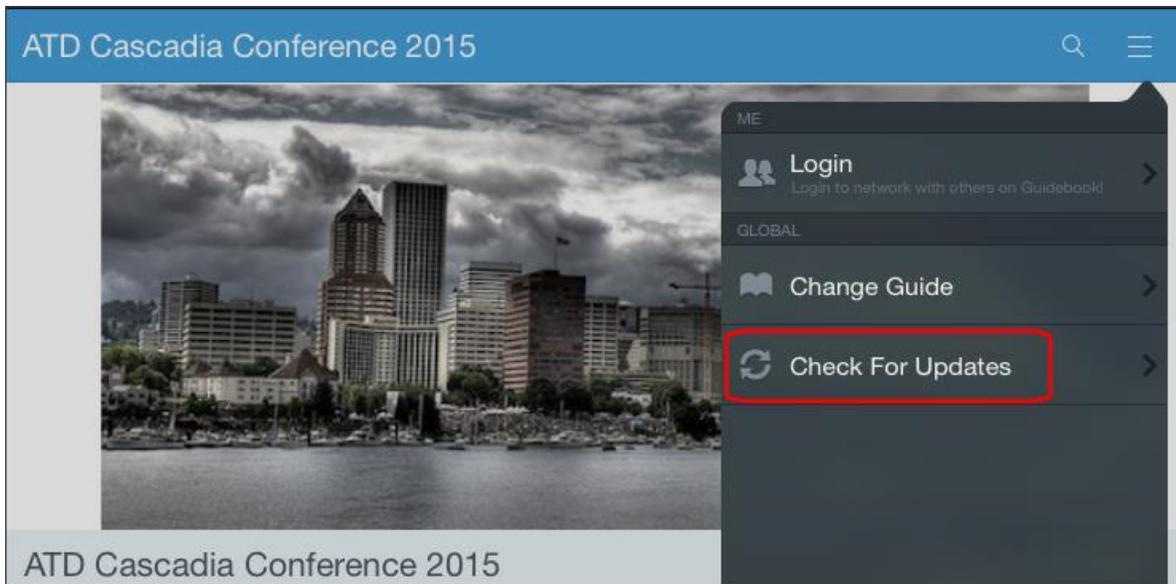
Updates

Our conference organizers are constantly adding additional information to the conference guide. These updates will automatically push to your mobile device and are visible when you open the Guidebook App.

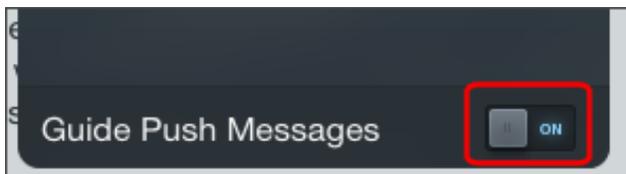
To see the automatic notifications, close your guide while not in use. If there are updates, next time you open it, you will see an alert.



If you decide you just can't get enough and need to leave your guide open, you can manually check for updates. Tap the list button in the **top right corner** of the app, and tap Check for Updates. If there is any new information to gather from your hosts at conference headquarters, your device will load it automatically!



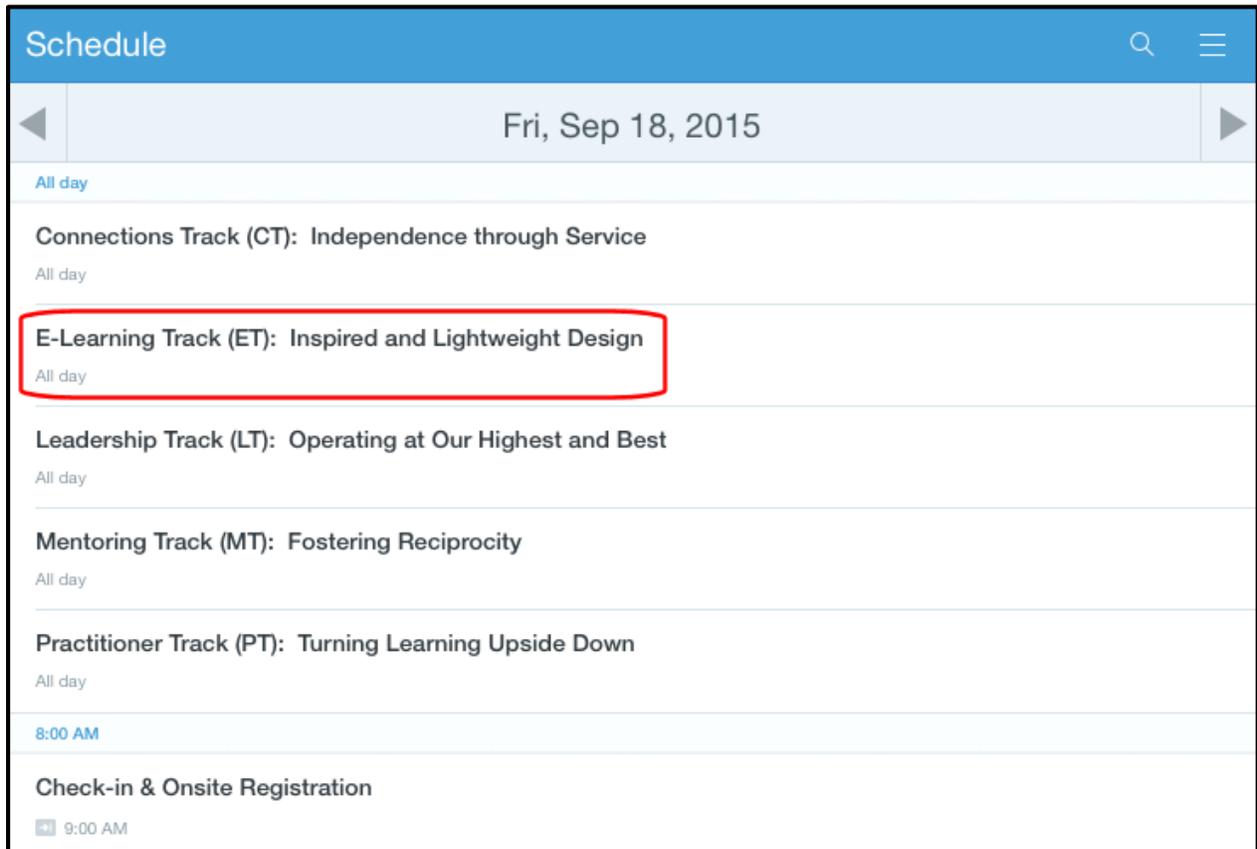
You can turn off the automatic notifications by changing the setting at the bottom of the List Menu.



Schedule

Tap the Schedule icon on the Main Menu to open the main Schedule page. The schedule lists all sessions and break times throughout the day.

- Learning Track Descriptions and all day events are listed at the top of the page.
- Tap an item on the schedule to see additional details.

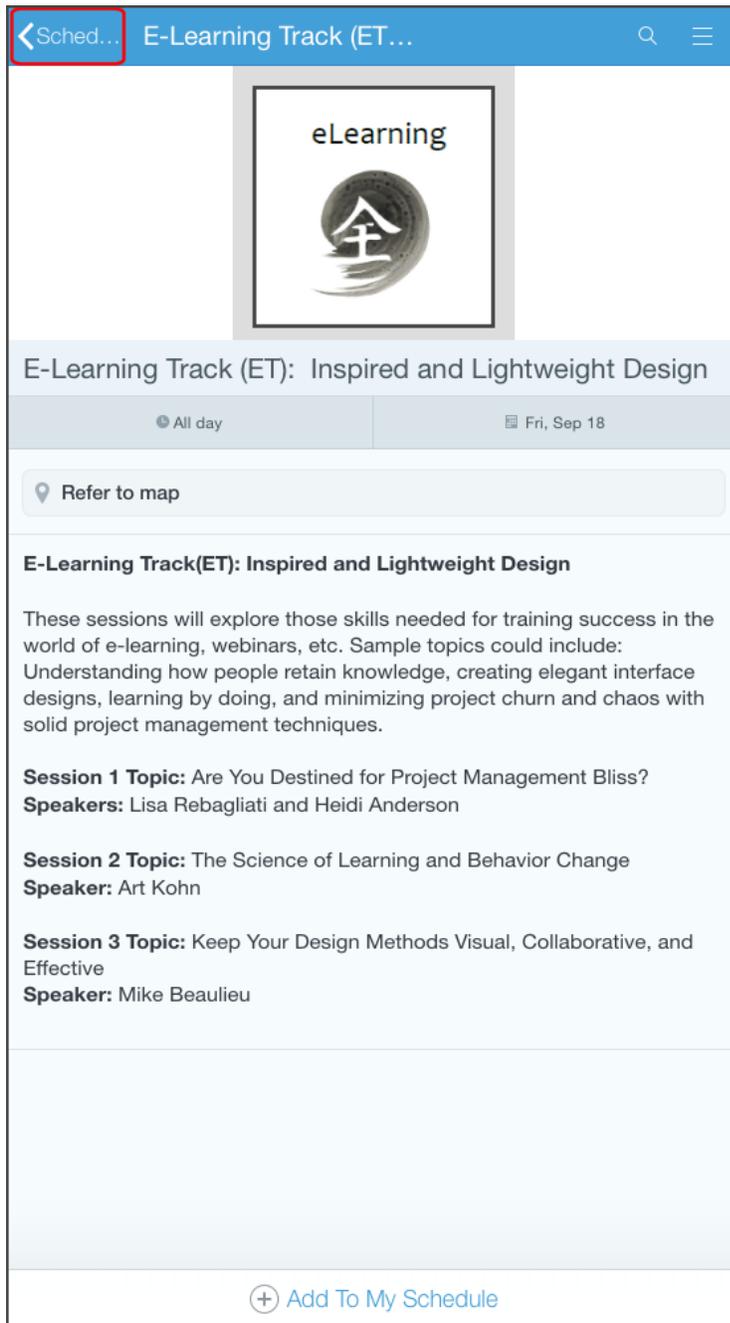


- When you add a session to your **My Schedule**, a check mark appears next to that session on the main schedule. (More on this later)

Learning Track Details

Here is the Details Page for the eLearning Track (ET) highlighted above:

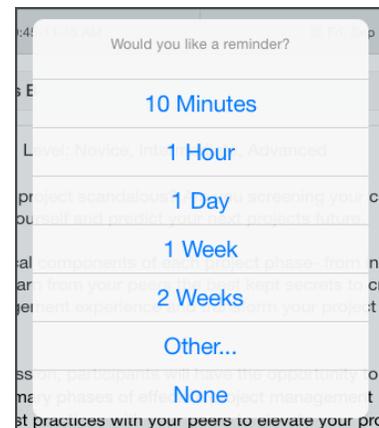
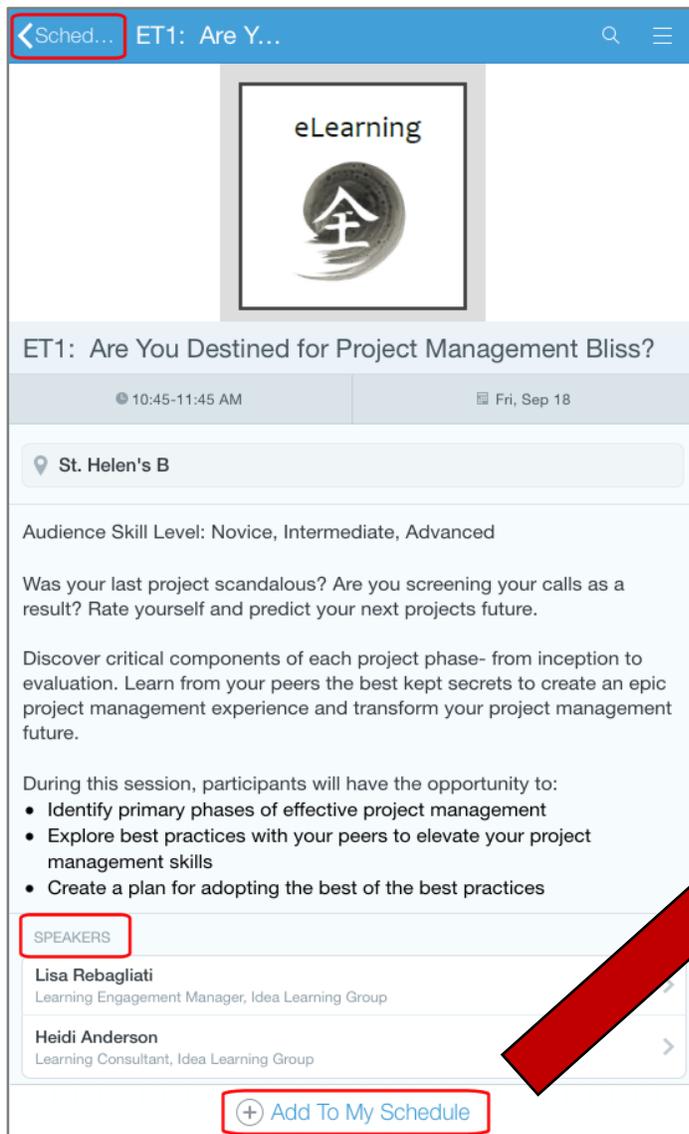
- There is a Back button at the top of the page. You will see these throughout the App. Tap the button to move back to the previous page.
- All Schedule Detail pages include the Time, Day, and Location of the session.
- Learning Track Detail pages include a description of the track followed by links to Sessions and Speakers included in the track. Some descriptions are long so be sure to swipe to the bottom.



Session Details

Here is the Details page for ET1: Are You Destined for Project Management Bliss?:

- Tap the Back button at the top of the page to move back to the previous page.
- Session Detail pages include a description of the session followed by links to related sections of the guide.
- Links at the top will open any provided session materials.
- Tap on a Speaker Name to see that speaker's Bio page.

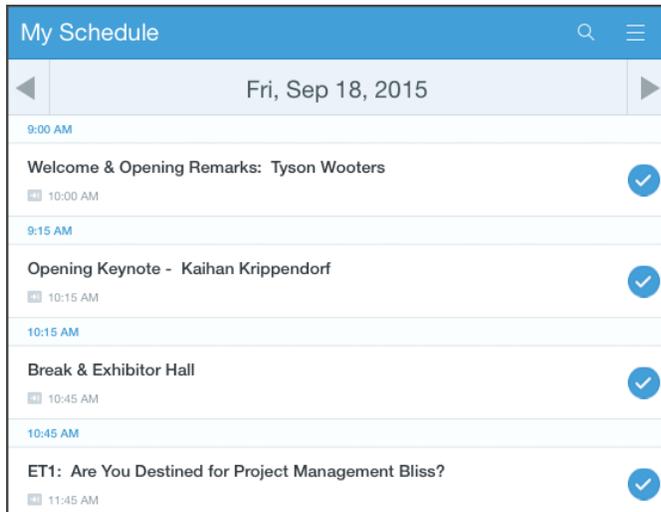


- Tap **Add to My Schedule** at the bottom of the page to add this session to your personal conference schedule (called My Schedule). A Set Reminder popup appears. You can set your device to alert you when a session is about to start, or choose No Reminder. Once you've made your selection, the button turns blue and says Remove from My Schedule. (Tap again to remove the item from your schedule.) The session is added to your schedule and a checkbox appears next to the session on the main Schedule page. See **My Schedule** for more information.

My Schedule

When you tap Add to My Schedule at the bottom of a Session Description page, the item is added to your My Schedule page. Tap the My Schedule menu icon to open your My Schedule and see the sessions you have added to your schedule.

- Tap a Session Title to open the Session Details page for that item.



NOTE: You can see your **My Schedule** across all your mobile devices when you login to your Guidebook profile on each device.

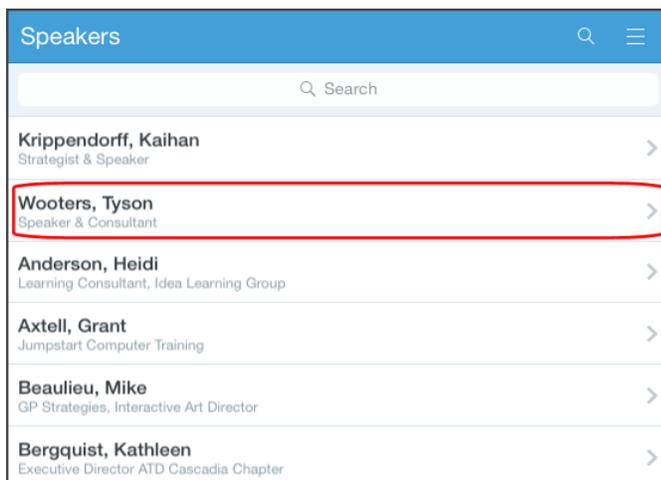
Speakers

Each Speaker at the conference has a Speaker Bio page. Speaker Bio Pages can be opened from the Speaker List or from a link on a session description page.

Speaker List

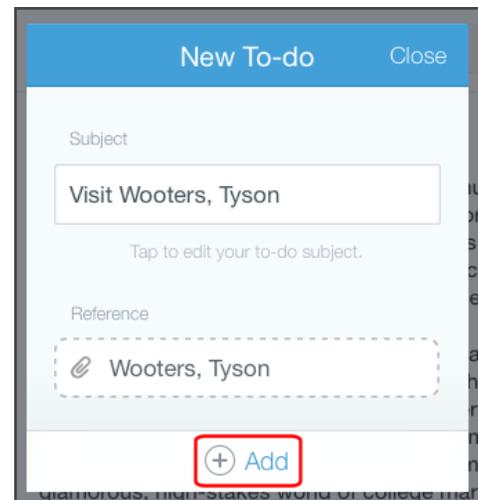
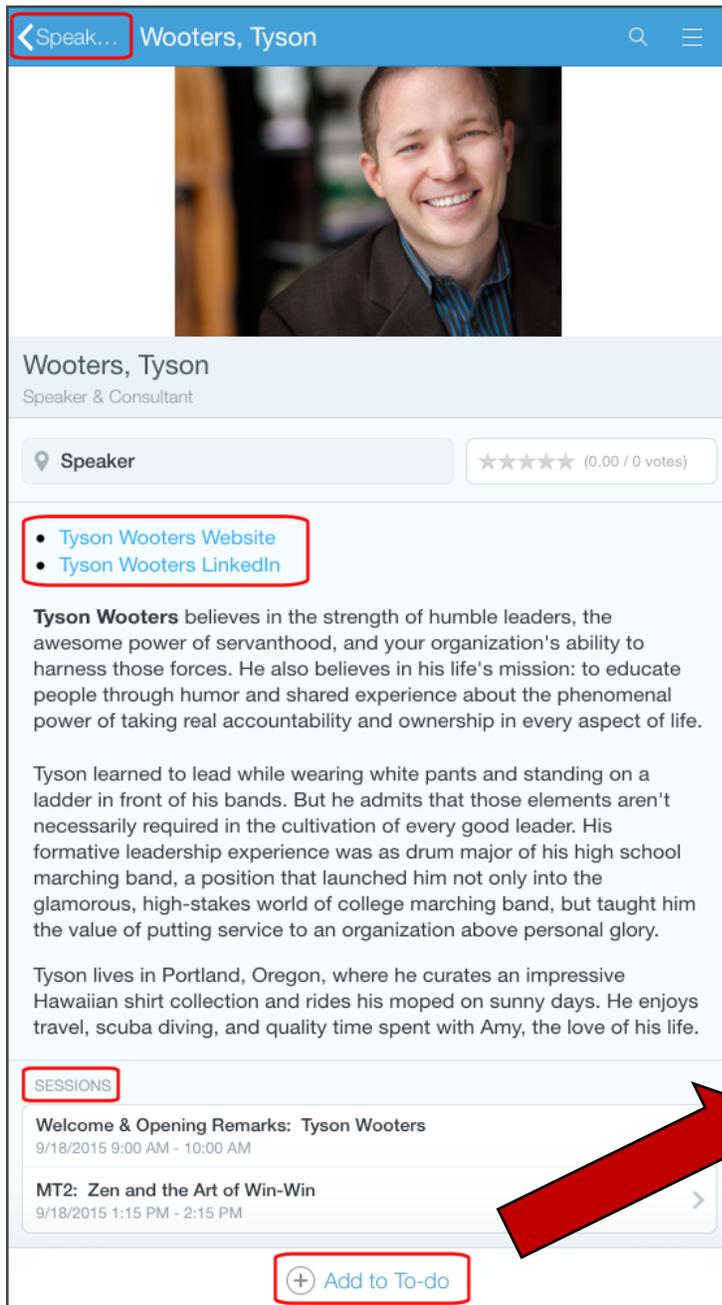
Tap the Speakers icon on the main menu to open the Speakers List. Our Keynote speakers are listed at the top, followed by our session and workshop speakers listed in alphabetical order.

- Tap a Speaker name to see their bio page.
- If you add a To-do item for a speaker, a check mark appears next to their name. (More on this below)



Speaker Bio pages

- Tap the Back button at the top of the Speaker Bio page to go back to your previous page.
- Each page contains a Picture, Name, Title and Conference role followed by a brief bio about the speaker.
- Any contact links provided by the speaker appear at the top of the page. Items in blue are active links that open web pages or email.
- Links to the sessions and Learning Tracks they participate in are listed at the bottom.



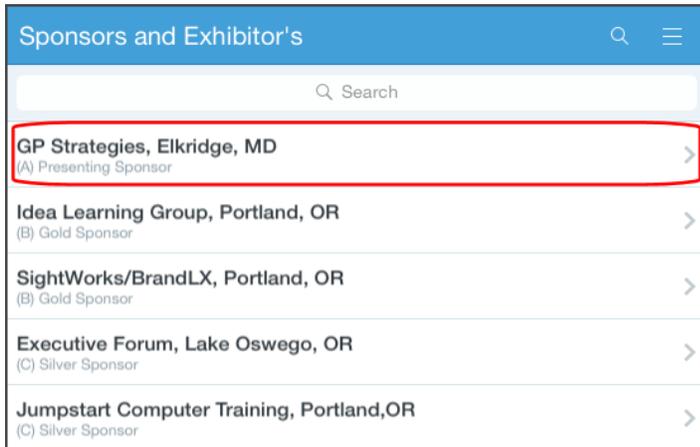
- Tap **Add to To-do** at the bottom of the page to add an item to your To-do list for that speaker. A **New To-do** popup appears. Edit the Subject as needed. Tap **Add**. An item is added to your To-do list with a link to the speaker's bio page. The button turns blue and says Remove To-do. (Tap again to remove the item from your To-do list.) A check mark also appears next to the speaker's name on the main Speakers list.

Sponsors & Exhibitors

Businesses and organizations that support our conference as partners and exhibitors are listed in the Sponsors and Exhibitors section of the guide. To open the list, tap the Sponsors and Exhibitors icon on the main menu.

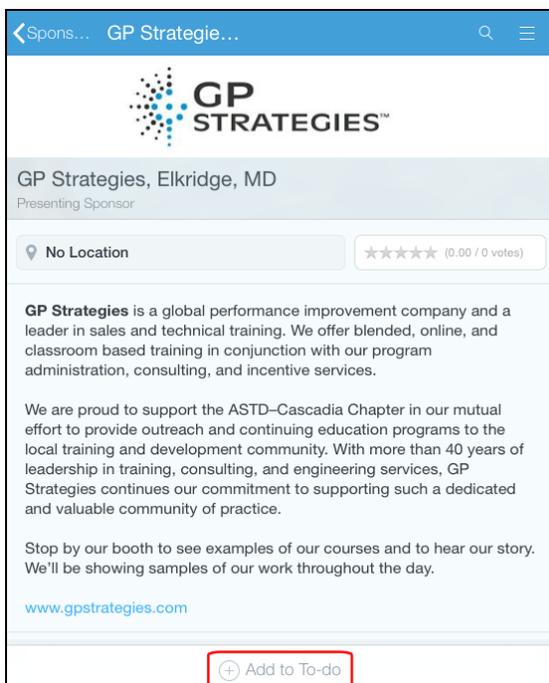
Sponsors and Exhibitors List

- Sponsors are listed first based on their level of sponsorship.
- Exhibitors are listed next in alphabetical order followed by participants in our Consultants Expo



Sponsors and Exhibitors Detail pages

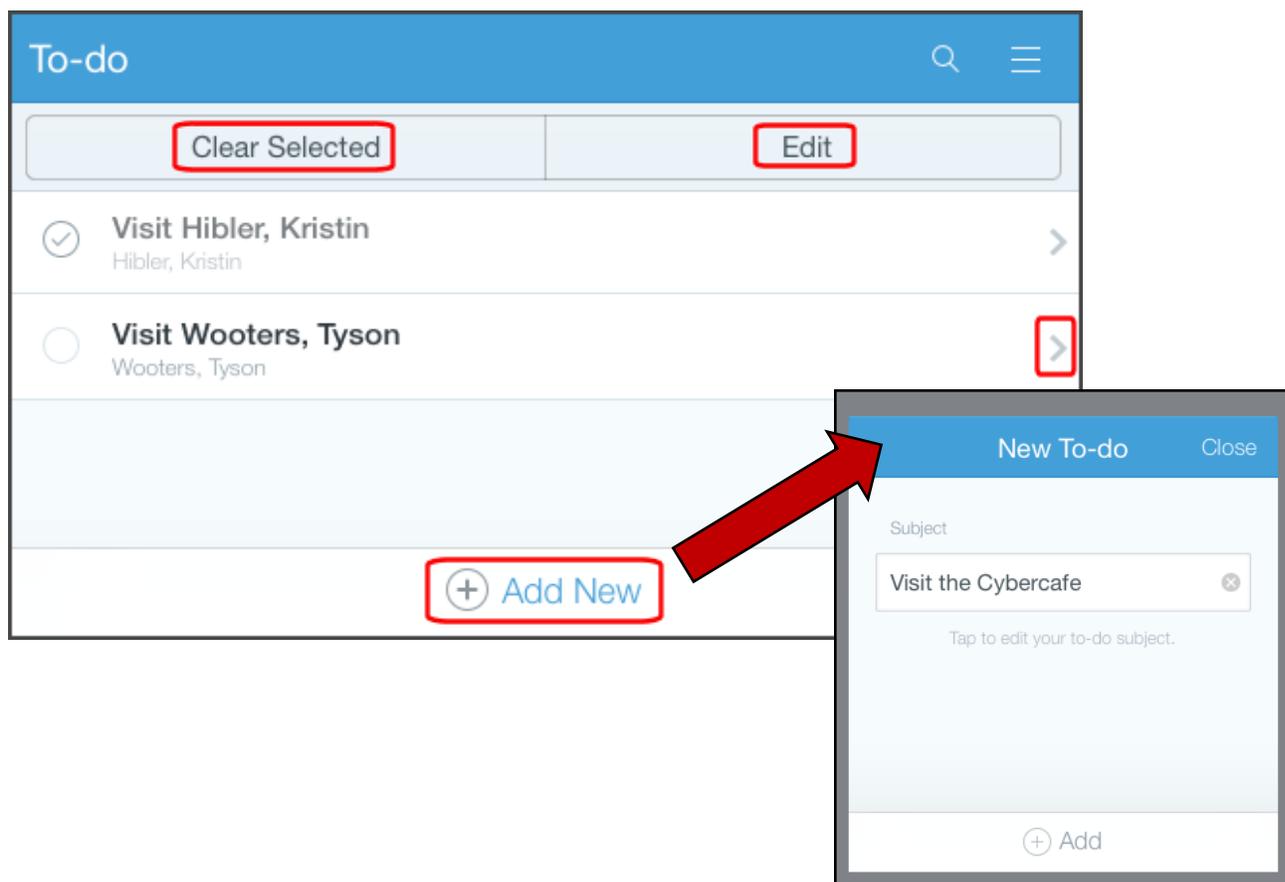
- Tap a name on the Sponsors and Exhibitors list to see details about that partner.
- Sponsor Detail pages include a brief description with links at the bottom of the page
- Tap **Add to To-do** at the bottom of the page to add an item to your list. This works in the same way as a Speaker To-do item.



To-do List

Guidebook includes a To-do list where you can keep track of follow-up tasks you want to act on during or after the conference. Tap the To-do icon on the main menu to open the list.

- Tap **Add New** at the bottom of the page to add an item to the list. Enter a description in the Subject line of the pop up form and tap Add. The item appears on your list.
- You can add a To-do item from a Speaker Bio page or Sponsor Detail page as described in the Speaker Bio page section. Tap these items to open the corresponding Speaker's Bio or Sponsor page.
- Tap the circle next to an item to add a check mark and mark the item as Completed.
- Tap **Clear Selected** at the top of the screen to remove all checked items from your list.
- To make changes to an item on the list, Tap **Edit** at the top of the page, tap the item, make changes, and tap Save Changes. Then tap Done Editing at the top of the page.

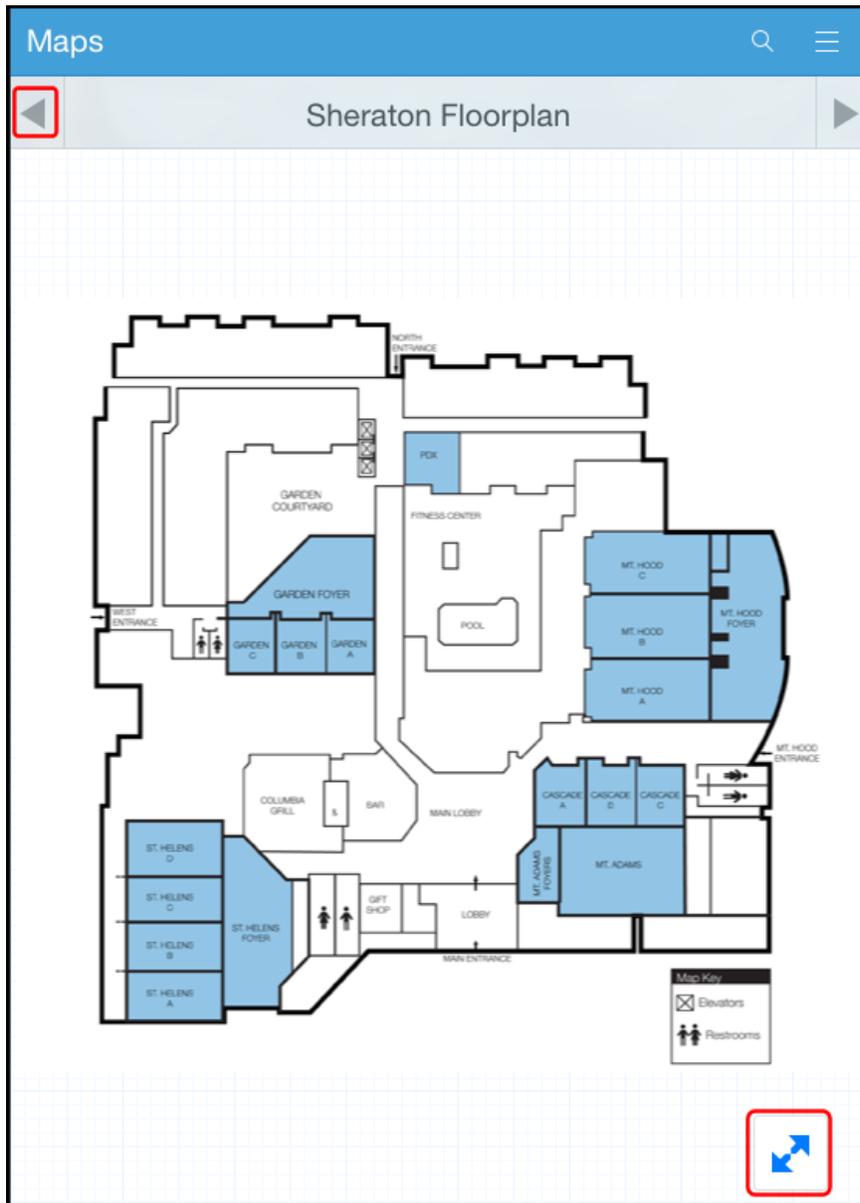


NOTE: You can see your **To Do list** across all your mobile devices when you login to your Guidebook profile on each device.

Maps

Find your way around with maps. The ASTD Conference guide includes two maps to keep you moving in the right direction.

1. **Main Session & Exhibit Hall** – use this map to make your way around the Exhibitors Hall and foyer of the Mt Hood Room where our keynote sessions and meals are hosted.
2. **Concurrent Sessions** – use this map to find all the session locations throughout the conference facility.



- Use the arrows at the top of the screen to move from one map to the other.
- Pinch to zoom in on sections of the map.

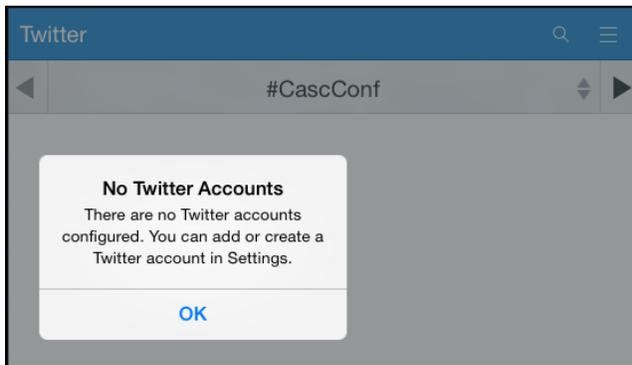
Twitter

See or hear something you'd like to share? Use the Guidebook Twitter link to instantly Tweet about your experiences at the conference! You can also use the Twitter link to connect with speakers and friends you meet here.

NOTE: You must have an active Twitter account to use this feature.

Set up Access

Tap the **Twitter** icon on the main menu to open the Twitter page. The first time you open this page, your device will alert you to allow Twitter to interact with the Guidebook App.



Tap **OK** on the alert. Then open your device settings and adjust your settings for Twitter to connect with Guidebook.



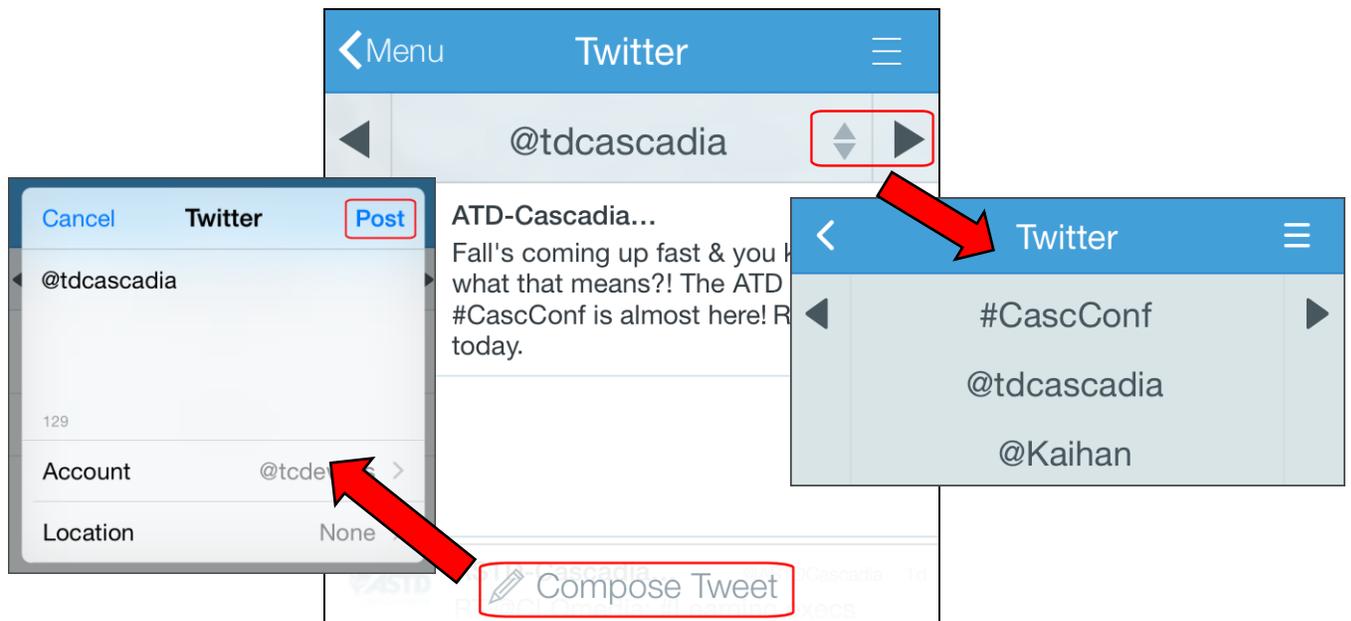
On Apple devices, this setting is under General Settings, Twitter.

Once you allow Guidebook to use Twitter, you can Tweet directly from the Guidebook Twitter page!

Use Twitter in the Guidebook

Now you are ready to start Tweeting!

- Include the hash tag: #CascConf in your Tweet and it will appear in your Guidebook Tweet section and on the Big Screen in the conference Exhibit hall!
- Speakers who provided a Twitter handle are listed in the Twitter screen. Tap the gray heading bar to see a list of speaker handles, or use the arrows to scroll through the list one by one. You can also tap a handle to see all of that speaker's recent tweets!

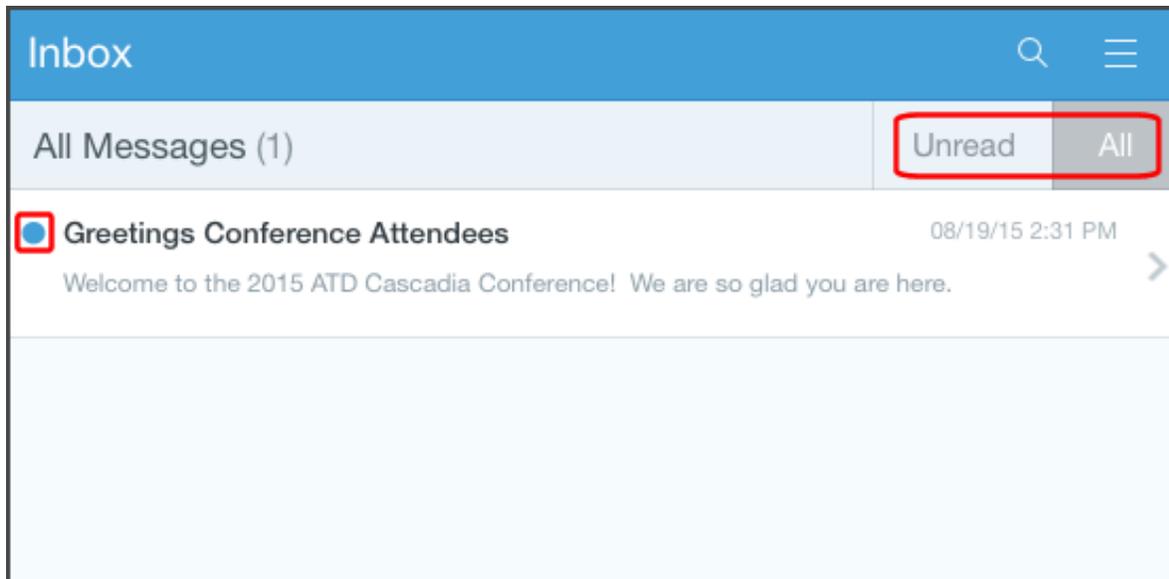


- Tap **Compose Tweet** at the bottom of the screen to enter a Tweet to the conference feed (#CascConf) or the speaker you currently have selected (@tdcascadia, etc.). A popup opens with the hash tag or handle already in place. You can change them if needed. Compose your Tweet and tap **Post**. Tweet Tweet!

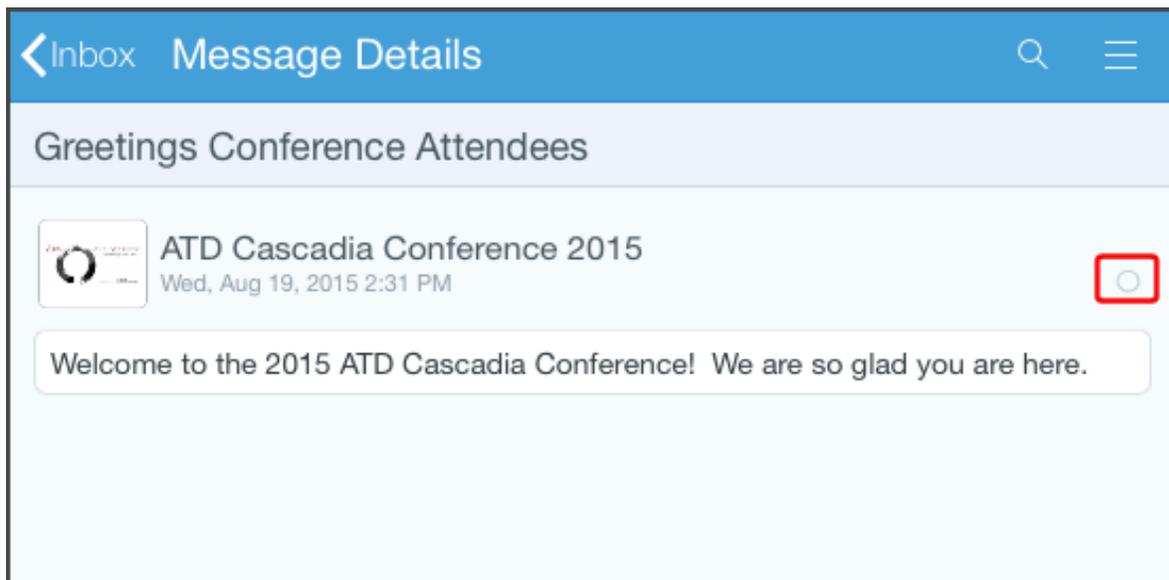
Inbox

Your Guidebook App has an Inbox that receives messages from your conference administrators about special offers and other items of interest related to the conference.

Tap the **Inbox** icon on the main menu to open your inbox. All messages list by default.



- A **blue dot** indicates an unread message.
- Tap **Unread** in the top right corner to filter the message list to show only unread messages.
- Tap a message in the list to open and read the message.



- Tap the **clear dot** to the right of the message header if you want to mark it as Unread.